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DRAFT:22 April 1968

MEMORANDUM FOR THE UNITED STATES INTELLIGENCE BOARD

SUBJECT: Organization of the Intelligence Information
Handling Committee (IHC)

1. This proposal concerns the organization of the Intelligence Information Handling Committee (IHC), established by DCID 1/4, 4 April 1968, in order that it may accomplish the mission and carry out the functions established by the Directive.

2. The Committee is authorized a Support Staff to be furnished by designated member agencies. It is proposed that initial personnel allocations be established as follows: Department of State - one professional; CIA, DIA and NSA - two professionals each: CIA will provide the necessary clerical, administrative and logistical support to the Support Staff *within the limitations of current programs and budgets.*

3. The IHC Support Staff will be organized under the direction of an Executive Secretary who will be responsible to the Chairman for the functioning of the Staff and for conducting Committee business with the assistance of the Staff.

4. It is believed desirable that the chairmen of all sub-committees of the IHC, authorized now or in the future, be selected from assigned members of the IHC Support Staff when qualified personnel exist on the Staff or can be made available to the Staff in

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accordance with paragraph 2 above. The effectiveness of the subcommittees will depend in large part on the competence of the chairmen and members.

5. Subject to the approval of USIB, it is proposed to establish the following subcommittees as soon as qualified personnel can be assigned:

a. Subcommittee on Standardization. This Subcommittee continuing test and analysis of _____ and will be responsible for the Intelligence Subject Code/ the Content Control Code; development of standard Russian-English transliteration systems for ADP manipulation in the Russian text; the development of other standard or compatible data elements, codes and documentation as needed and feasible; and similar tasks.

b. Subcommittee on System Design and Development. This Subcommittee will assist the Committee in carrying out the responsibilities in the general area of system design and development. It will include the development of system requirements, conceptual design, design specifications, and recommendations for agency assignment of systems implementation for community automated systems for document processing and community systems for information storage and retrieval. It will assure that it is informed of information system design efforts in the community which may have community-wide implications for the future. It will assist in

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the development of an ADP system to support NIC; the development of a program for a follow-on COINS-type system; the study of bibliographic control of foreign publications; and similar tasks.

c. Subcommittee on Research and Development.

This Subcommittee will be responsible for identification of community needs for R&D in information handling, for recommendation of specific agency assignment of such R&D requirements, and for keeping the intelligence community informed on scientific and technical developments in information science.

6. The assignment of responsibility for the following functions under executive agency arrangements should be continued:

<u>Function</u>	<u>Executive Agent</u>
a. Maintenance of Installation Identification System	DIA
b. Maintenance of ADP File and Program Catalog System	DIA
c. Implementation and Maintenance of Item Register System	CIA

7. In addition to the above executive agent assignments, it is believed that the Foreign Publications Subcommittee, which was set up by USIB-D-39.7/19, dated 25 October 1966, should be abolished and CIA should be assigned the executive agent responsibility for coordinating the procurement of hard-to-get publications. A study of the need for and the feasibility of an automated system for biblio-

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graphic control of foreign publications of intelligence value will be assigned to the Subcommittee on System Design and Development.

8. In addition to subcommittee work, the permanent Support Staff should be assigned responsibility for monitoring and developing recommendations for IHC consideration for the following activities:

- a. Intelligence community training in information science and intelligence information handling;
- b. Emergency planning and system development to ensure that necessary intelligence information will be available in support of emergency war plans;
- c. Security in relation to the operation of information handling systems in coordination with the USIB Security Committee.
- d. Continuing study of the various parts of the intelligence data base in order to recommend elimination of unnecessary duplication and the fixing of single agency responsibility for information processing and for data base development and maintenance, where feasible;
- e. Effectiveness of arrangements under executive agency assignment or interagency agreements.


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9. The capabilities of the entire Support Staff, or any combination thereof, will be utilized on any problem area or project in which the Committee is interested. A first order of business for the Committee and the Support Staff will be the implementation of the Memorandum on Intelligence Information Handling from the DCI to the President, dated 22 April 1968.

Recommendation.

10. It is recommended that USIB approve the organizational arrangements outlined herein.


Chairman, IHC

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TO:		
ROOM NO.	BUILDING	
REMARKS:		
<p>We have been requested to furnish suggestions or corrections by 1200 26 April</p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED

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